

DUE DATE: Six months after Fiscal-Year-End		OFFICE OF THE STATE AUDITOR AND INSPECTOR STATE OF OKLAHOMA GARY JONES, AUDITOR AND INSPECTOR ANNUAL SURVEY OF CITY AND TOWN FINANCES																																																																																	
<p>IMPORTANT This report is to be compiled by your auditor from the audited financial statements of the municipality as required by Oklahoma Statutes, Section 17-105.1 of Title 11. SSARS 21 Section 80.08 requires an accountant's compilation report to accompany this form.</p> <p>This report details the funds available to the municipality and the use of those funds including information relating to the duly constituted authorities of the municipality (public trusts, etc.) for the fiscal year ending 2018. See <i>supplementary instructions (coverage of this report) for information related to entities and activities to be included in this report on page 5 of this document.</i></p> <p>This report, principally for planning purposes at the local, State, and national level, is used by the Office of the State Auditor, the Oklahoma Municipal League, public interest groups, State and Federal agencies and universities.</p> <p>When completed, please file electronically at www.sai.ok.gov.</p>		<hr/> <hr/> <hr/> <hr/> <hr/>																																																																																	
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Part I TAX REVENUES Items 1-3 — Report collections from all taxes imposed by your government. Include current and delinquent amounts, penalties, and interest. Do not include receipts from service charges, special assessments, interest earnings, fines, or any other sources that are not taxes or licenses.																																																																																			
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2. Other sales and service revenue — Continued		Amount (Omit cents)	5. Interest earnings — Interest received on all deposits and investment holdings of your government and its agencies excluding earnings of any employee pension fund.		
d. Recreation charges (swimming, golf, auditoriums, etc.)		A61	Amount (Omit cents) U20		
e. Airports — <i>Include rentals and gross sales of gas and oil.</i>		A01	6. Rents — <i>Exclude housing, airport, and all other rental revenue reported from specific municipal services in item 2.</i>		
f. Parking facilities (parking lots, garages, parking meters)		A60	7. Royalties — Compensation or portion of proceed from extraction of natural resources such as oil.		
g. Municipal housing project rentals (gross)		A50	8. Fines and forfeitures — (City or town share only)		
h. Ambulance services		A89	9. Private donations		
i. Miscellaneous commercial activities (cemeteries)		A03	10. Miscellaneous other revenue — Revenue of your government and its agencies not covered by items above, except tax and intergovernmental revenues, <i>Include insurance adjustments, etc. DO NOT include: (1) proceeds from borrowing; (2) receipts from sale of holdings; (3) transfers between funds or agencies of your government; or (4) employee's contributions to, and interest earnings of, any employee pension fund.</i>		
j. Other (including miscellaneous fee collections)		A89	a. _____		
3. Special assessments — Compulsory contributions and reimbursements from owners or property benefited by improvements (streets, sewers, sidewalks, water extensions, etc.) <i>Do not include proceeds from sales of special assessment bonds. Report maintenance assessments under item 2 on page 1.</i>		U01	b. _____		
4. Receipts from sale of property — Amounts from sale of realty, other than by tax sales, including property sold to other governments.		U11	c. _____		
TOTAL miscellaneous other revenue Sum of items 10a-10c. 				U99	
Part II DIRECT EXPENDITURES BY PURPOSE AND TYPE					
<p>Please note that payments made to other governments (State or local) should NOT be included in amounts reported here, but should be reported at part III.</p> <p>Enter below all amounts expended during the fiscal year for the purposes listed (net of interfund transfers). Be sure to include expenditures of all funds other than the exceptions noted in the instructions on the first page.</p> <p>Column (a) — Gross salaries and wages without deduction of withholdings for income taxes, employee contributions for Social Security or retirement</p> <p>Column (b) — Enter in the appropriate functional category direct expenditure for supplies, materials, and contractual services.</p> <p>Column (c) — Report construction outlays from all sources; i.e., bond proceeds, assessments, grants, etc.</p>					
PURPOSE		EXPENDITURES BY PURPOSE AND TYPE			
		Personal services (a)	Operations and maintenance (b)	CAPITAL OUTLAY	
GOVERNMENTAL ADMINISTRATION <ol style="list-style-type: none"> Financial administration — Office of the finance director, auditor, comptroller, treasurer, tax assessment and collection, central accounting and purchasing services, budgeting, etc. (including related data processing, information technology). Judicial and legal — All municipal court and court-related activities including juries, probate officials, prosecutors, public defenders, municipal attorneys, and legal departments. <i>Exclude probation and parole (report in item 16).</i> Central administration — City council, aldermen or commissioners, mayor, manager, city clerk's office, recorder, planning, zoning, and personnel. 				Construction (c)	Purchase of land, equipment, and structures (d)
HEALTH AND WELFARE <ol style="list-style-type: none"> Social services Own hospitals — Construction and operation of hospitals by your government. Nursing homes are to be reported in item 7. Other hospitals — Payments to hospitals operated privately. <i>Exclude here and report in item 6, any payments under public welfare programs. Report payments to hospitals operated by other governments in part III.</i> Welfare institutions — Construction and operation of nursing homes and welfare institutions by your government for veterans and needy persons. Health (other than hospitals) — All public health activities except provision of hospital care. <i>Include environmental health activities; health regulation and inspection, water and air pollution control, mosquito control, and inspection of food handling establishments. Also include public health nursing, vital statistics collection, and all other services performed directly by the public health department. Report in item 6 payments under public welfare programs.</i> 		E23	E23	F23	G23
TRANSPORTATION <ol style="list-style-type: none"> Highways — Construction and maintenance of municipal streets, sidewalks, bridges. Also includes street lighting, snow removal, and highway engineering, control, and safety. <i>Exclude here and report in item 21f, street cleaning expenditure. Include in part III any payments to the State or county for highway purposes. Report interest on highway debt in item 22e.</i> Toll highways and facilities — Operation and maintenance of highways, roads, and bridges operated on fee or toll basis Municipal airports Parking facilities — Municipal garages, parking lots, etc., and all purchase and maintenance of meters (including on-street meters) 		E44	E44	F44	G44
PUBLIC SAFETY <ol style="list-style-type: none"> Police — Include municipal police agencies for preventing, controlling, or reducing crime; coroners, medical examiners; special police for highways, tunnels, bridges, and vehicular control; vehicular inspection activities; and traffic control and safety activities. Exclude highway engineering and planning (report in item 9). Fire — All costs incurred for firefighting and fire prevention, including contributions to volunteer fire units. Include any municipal contribution to a State fire pension fund. 		E45	E45	F45	G45
		E01	E01	F01	G01
		E60	E60	F60	G60
		E62	E62	F62	G62
		E24	E24	F24	G24

Part II DIRECT EXPENDITURE BY PURPOSE AND TYPE — Continued				
PURPOSE	EXPENDITURES BY PURPOSE AND TYPE			
	Personal services (a)	Operations and maintenance (b)	CAPITAL OUTLAY	
			Construction (c)	Purchase of land, equipment, and structures (d)
PUBLIC SAFETY — Continued	E04	E04	F04	G04
15. Correction institutions — Operation of facilities for confinement, correction and rehabilitation of adults or juveniles.				
16. Other corrections — Probation and parole activities — But exclude "lock-up" operations (report in item 15).	E05	E05	F05	G05
17. Protection inspection and regulation, n.e.c. — Regulation of private enterprise for the protection of the public and inspection of hazardous activities (including building inspection), except when related to major functions, such as health, natural resources, etc.	E66	E66	F66	G66
AMBULANCE	E32	E32	F32	G32
18. All expenditures for city operated or subsidized ambulance services				
CULTURE AND RECREATION	E61	E61	F61	G61
19. Parks, cultural activities, and other recreation — Include playgrounds, golf courses, swimming pools, museums, marinas, community music, drama, celebrations, and zoos.				
20. Libraries — Include payments to nongovernmental libraries as well as libraries operated by the city. <i>Aid to other governmental libraries should be excluded and reported in part III.</i>	E52	E52	F52	G52
UTILITIES				
21. Gross expenditure for utility systems operated by your government. <i>Exclude interest (report in item 19); also exclude utility contributions to the parent government and deduct the cost of providing services to the parent government (e.g., for street lighting, hydrant rental, etc.).</i>	E91	E91	F91	G91
a. Water supply system	E92	E92	F92	G92
b. Electric power supply	E93	E93	F93	G93
c. Gas supply system	E94	E94	F94	G94
d. Transit system	E80	E80	F80	G80
e. Sewers and storm sewers — Construction, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants	E81	E81	F81	G81
f. Solid waste and landfill — The collection and disposal of garbage and landfill operations				
INTEREST ON DEBT				
22. Amounts of interest paid, including any interest on short-term or nonguaranteed obligations, as well as general obligations.		I91		
a. Water supply system		I92		
b. Electric power supply		I93		
c. Gas supply system		I94		
d. Transit system		I89		
e. All interest not covered by items 19a through 19d				
ALL OTHER EXPENDITURES				
23. Include any amounts which have not been allocated above by purpose, such as: your employer contribution to a State administered retirement system or to the Federal Social Security System; judgments and insurance premiums; and municipal service agencies, such as a central garage or an engineering department, which serve more than one functional agency, and whose expenses are not allocated to the various departments.				
Do not include: (1) Payments for retirement of debt, (2) payments for purchase of securities, (3) transfer between funds or agencies of your government, or (4) benefits and payments from distinct employee pension funds.				
a. Housing and community development — Gross expenditure for urban renewal, slum clearance, municipal housing projects, and similar activities.	E50	E50	F50	G50
b. Economic development	E50	E50	F50	G50
c. Civil defense	E89	E89	F89	G89
d. Cemetery operations and maintenance	E03	E03	F03	G03
e. Miscellaneous commercial activities	E03	E03	F03	G03
Other — Specify <input checked="" type="checkbox"/>	E89	E89	F89	G89
f.				
g.				
h.				

Part III INTERGOVERNMENTAL EXPENDITURES					
<p>Please detail all payments made to other governments for services or programs performed on a reimbursement or cost-sharing basis — e.g., for hospital care, highways, school tuition, or support, etc. (Such amounts should be excluded from expenditure figures reported in column (b) of part II.) <i>Enter "None" if your government made no reportable payments to other governments during the fiscal year.</i></p>					
Item	Type of recipient government(s) (County, State, school districts, etc.) (a)	Amount (Omit cents) (b)	Item	Type of recipient government(s) (County, State, school districts, etc.) (a)	Amount (Omit cents) (b)
1.			5.		
2.			6.		
3.			7.		
4.			8.		
Part IV SALARIES, WAGES, AND FORCE ACCOUNT					Amount (Omit cents)
Report the total expenditure for salaries and wages included in column (a) of part II, as well as any salaries and wages paid on force account construction projects.				Z00	
Part V DEBT OUTSTANDING, ISSUED, AND RETIRED — <i>Report special obligations of all agencies of your government as well as general city or town debt.</i>					
<p>1. Long-term debt — Bonds, mortgages, etc., with an original term of more than one year issued in the name of your government or of particular agencies.</p> <p>When an advance refunding has resulted in a legal or an in-substance defeasance, the debt may be considered extinguished, reported as retired in the year of defeasance and should not be reported herein in subsequent years.</p>					
		AMOUNT, BY PURPOSE (Omit cents)			
	Outstanding at beginning of fiscal year (a)	DURING FISCAL YEAR		Outstanding total (a) plus (b) minus (c) (d)	
		Issued (b)	Retired (c)		
a. Sewer debt	19U	29U	39U	49U	
b. Water supply system debt	19U	29U	39U	49U	
c. Electric power system debt	19U	29U	39U	49U	
d. Gas supply system debt	19U	29U	39U	49U	
e. Transit	19U	29U	39U	49U	
f. Industrial revenue and pollution control debt	19T	24T	34T	44T	
g. All other purposes	19U	29U	39U	49U	
<p>2. Short-term (interest-bearing) debt — Tax anticipation notes, bond anticipation notes, interest-bearing warrants, and other obligations with a term of one year or less — <i>Exclude accounts payable and other noninterest-bearing obligations.</i></p> <p>a. Amount outstanding at beginning of fiscal year</p>		Amount (Omit cents)			
a. Amount outstanding at beginning of fiscal year		61V			
<p>b. Amount outstanding at end of fiscal year</p>		64V			
Part VI CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR					
<p>Report separately for each of the three types of funds listed below, the total amount of cash on hand and on deposit and investments in Federal Government, Federal agency, State and local government, and non-governmental securities. Report all investments at carrying value. <i>Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property, and all non-security assets. Assets obtained and held pursuant to an advance refunding that results in a legal or in-substance defeasance should not be reported herein.</i></p>					
Type of fund		Amount at end of fiscal year (Omit cents)			
1. Sinking funds — Reserves held for redemption of long-term debt. All cash held for statutory sinking fund and revenue bond related accounts and any other reserves held for redemption of long-term debt.		W01			
2. Bond funds — Unexpended proceeds from sale of G.O. and revenue bond issues held pending disbursement		W31			
3. All other funds except employee retirement funds		W61			
4. Retirement systems — Single employer plans only					

Remarks

Part VII AUDITOR INFORMATION

NOTE — This report will not be considered complete unless an accompanying "accountants compilation report on financial statements included in certain prescribed forms" is attached to the report. The municipality's auditor should follow the guidelines in AR-C Section 80 of the AICPA SSARS in preparing such compilation report.

Auditor's firm name

Address — *Number and street*

TELEPHONE

City

State

ZIP Code

Area code

Number

Extension

Name of contact person/Email

COVERAGE OF THIS REPORT

The financial reporting entity for which information is to be presented should comply with generally accepted accounting principles for governments. Current authoritative guidance is provided in GASB Codification Section 2100 and/or GASB Statement No. 14. These statements prescribe that the financial reporting entity should consist of the primary government or oversight unit and all blended and discreetly presented component units.

Oklahoma Statutes, Section 17-105.1 of Title 11 require that municipalities include information relating to all of its duly constituted authorities. Copies of this form may be distributed to component units for their completion. Forms completed by component units should not be filed separately but should be returned to the appropriate municipality for inclusion in the report filed for the financial reporting entity. Such component units would include special districts, hospitals, boards, trusts, and authorities meeting the inclusion criteria of the statements reference above.

SUPPLEMENTARY INSTRUCTIONS FOR OKLAHOMA MUNICIPALITIES 2017 ANNUAL SURVEY OF CITY AND TOWN FINANCES

COVERAGE OF THIS REPORT

In addition to the fiscal activities of your general government, **include** the revenues, expenditures, assets and debt of the following types of agencies, if they are operative in your city or town.

- City water districts
- Medical center authorities
- Joint airport boards
- Municipal parking districts
- Rural water, sewer, gas, and solid waste management districts with ex officio boards
- Public trusts (Title 60, Section 176 of the Oklahoma Statutes)
- Separate road districts
- Sewer districts
- Utilities authorities
- Zoning districts

Exclude internal/Service funds

Part I — TAX REVENUES

This part refers to all city-imposed taxes. It does not include service charges, special assessments (such as those for paving districts), or interest earnings, fines, or any other sources which are not taxes or licenses.

1. Property taxes (code T01)

Also include city-imposed ad valorem property taxes collected by the county and paid to the city for the repayment of G.O. bonds.

2. Local sales taxes

a. General sales tax (code T09)

Report revenue from city-imposed sales tax only. This tax is collected by the State and paid back to the city minus a small percentage withheld by the State for handling expenses. Be sure to enter only the amount of the check received from the State.

b. Franchise fee or tax, public utilities (code T15)

Enter here any franchise tax collected from a private utility to operate within the city such as gas, electric, telephone, cable TV, etc.

d. Other — Specify any sales tax not mentioned above.

3. Licenses, permits, and other taxes

a. Occupation and business licensing and permits (code T28)

Enter here licenses and inspection charges on occupation and business.

b. Report only licenses and permits not included in 3a. (code T29)

Part IA — INTERGOVERNMENTAL REVENUE

1. General support

From State (code C30) — Enter amount received from alcoholic beverage tax county distribution.

2. Streets and highways (codes C46, D46, and B46)

Enter receipts from commercial vehicle tags, gasoline tax, bus mileage tax, registration tags.

3. Health or hospitals (codes C42, D42, and B42)

In the appropriate column, list any intergovernmental revenues received for operation of a hospital, health facility, or health department, (grants, not loans) or funds received from other government jurisdictions for health services or facilities operated by your government.

4. Grants received for utilities (codes C91 to B91)

7. Grants received for mass transit and/or bus systems (codes C94 to B94)

9. All other (From State —code C-89; From Federal Government — code B89)

Include in the appropriate box, receipts from various payments such as:

- Park and recreation (BOR or HUD)
- Community development and urban renewal
- Civic defense
- Water and sewer facilities
- Manpower planning and utilization

Part 1B — OTHER REVENUE

3. Special assessment funds

Include —

- All transactions of special assessment funds established to finance streets, sidewalks, or other local improvements within the city.
- Assessments collected from property owners at part IB, item 3.
- Expenditure from improvements at part II. Report as capital outlay.
- Interest paid on special assessment obligations at part II, item 19e.
- Transactions of special assessment bonds at part V.
- Cash and security holdings of special assessment funds at part VI.

Part IV — SALARIES, WAGES, AND FORCE ACCOUNT

Report salaries and wages for all employees full- and part-time. Include salaries paid for employees of any utility owned and operated by your government. Report salaries in gross amounts before deductions for income taxes, Social Security, or retirement coverage.

Part V — DEBT OUTSTANDING, ISSUED, AND RETIRED

Also include industrial revenue or pollution control bonds, if issued by your city or town.